

ForwardHealth Provider Portal CSV File User Guide

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1 What Is CSV?

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. A CSV file is a specially formatted plain text file which stores spreadsheet or basic database-style information in a very simple format, with one record on each line, and each field within that record separated by a comma. CSV files are often used as a simple way to transfer a large volume of spreadsheet or database information between programs regardless of the specific file types.

The CSV file on a provider's Portal account will appear as only linear text separated by commas and may not appear to make much sense until it is imported into a spreadsheet or database program. Some common programs that can easily utilize CSV files are Microsoft® Office Excel, Microsoft® Office Access, or OpenOffice 2.2.1. OpenOffice is a free software program obtainable from the Internet.

2 Download Remittance Advices in a CSV Report Format

To download RAs in a CSV Report Format:

1. In the Comma-Separated-Values Format (.csv) section of the Remittance Advice page, click Download remittance advices in a CSV (.csv) report format.

The **Download RA** page will open displaying a list of the provider's last ten RAs.

Download RA

ForwardHealth offers the 10 latest Remittance Advices (RAs) for download in a Comma-Separated-Values (CSV) format. Users have the option to download the full RA or to select specific sections to include in the CSV file.

To download an RA in CSV format:

- Select an RA to download from the list below
- Select "All" to download the full RA
-or-
Select the specific RA section you would like included in the file
- Click submit and save (or open) the CSV.

Remittance Advices

RA Number	RA Date	Check/EFT Number
311041	03/09/2010	000055388
311002	03/08/2010	000055362
310989	03/05/2010	000055356
310978	03/04/2010	000055349
310963	03/03/2010	000000000
310952	03/02/2010	000000000
310918	02/25/2010	000000000
310875	02/19/2010	000055315
310867	02/18/2010	000055312
310856	02/17/2010	000055304

Select an RA section to download:

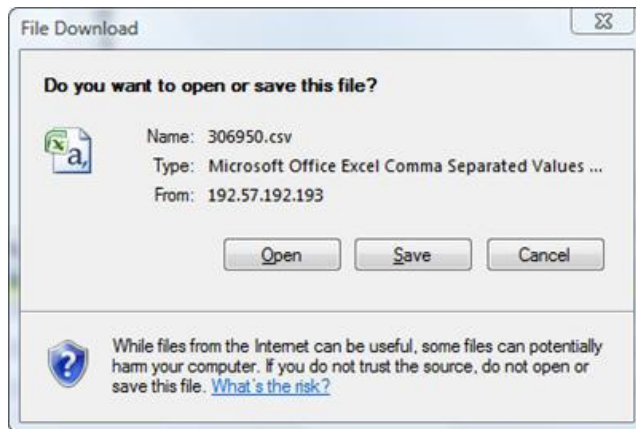
<input checked="" type="checkbox"/> All	<input type="checkbox"/> Summary	<input type="checkbox"/> Medicare Crossover - Professional Claims
<input type="checkbox"/> Payment	<input type="checkbox"/> Inpatient Claims	<input type="checkbox"/> Medicare Crossover - Institutional Claims
<input type="checkbox"/> Payment Hold	<input type="checkbox"/> Outpatient Claims	<input type="checkbox"/> Compound Drug Claims
<input type="checkbox"/> Service Codes	<input type="checkbox"/> Professional Service Claims	<input type="checkbox"/> Drug Claims
<input type="checkbox"/> Financial Transactions	<input type="checkbox"/> Long Term Care Claims	<input type="checkbox"/> Dental Claims

Submit Cancel

Download RA Page

2. Click anywhere on a line to select a RA.
3. In the **Select an RA section to download** section, the **All** checkbox will be automatically checked by default. This will download the entire RA. To download only selected sections of the RA, uncheck the All box and check one or more individual sections to download.
4. Click **Submit**.

The file will be processed and the **File Download** window will be displayed.

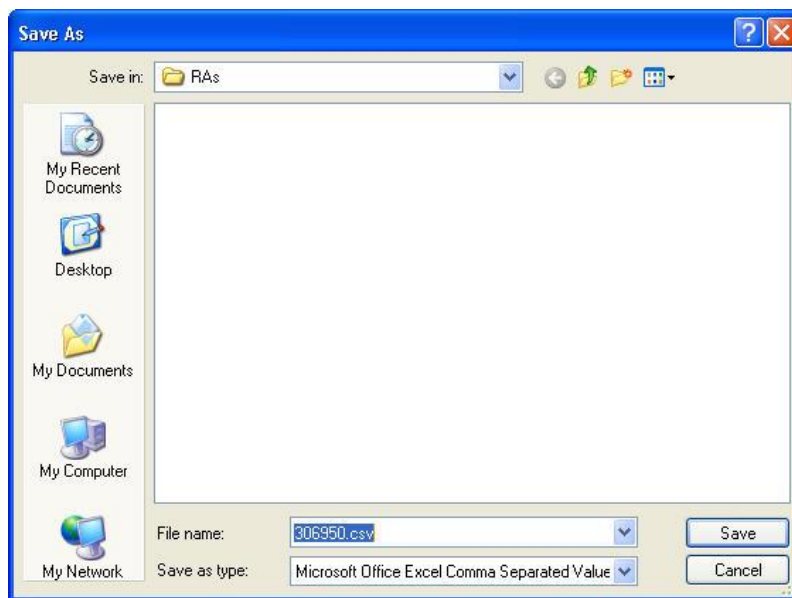


File Download Window

Note: You must choose **Save** in order to properly format your RAs.

5. Click **Save**.

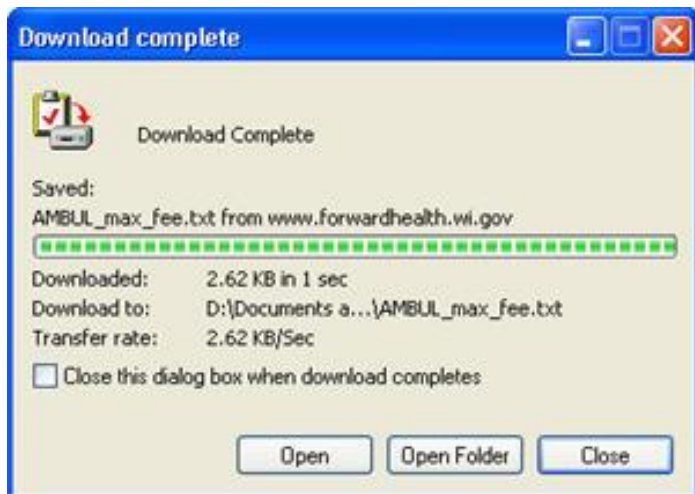
The **Save As** window will be displayed.



Save As Window

6. Browse to the location on your computer or network where you want to save the file and click **Save**.

The file will begin to download. Note that it could take several minutes for the file to download depending on the size of the file. Once the file is completely downloaded, the **Download Complete** window will be displayed.



Download Complete

7. Click **Open**.

The downloaded file will open in the default program for opening this type of file on your computer. For the purposes of this user guide, we will be using Microsoft ©Excel.

Microsoft Excel - 306950(1).csv

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CSV File

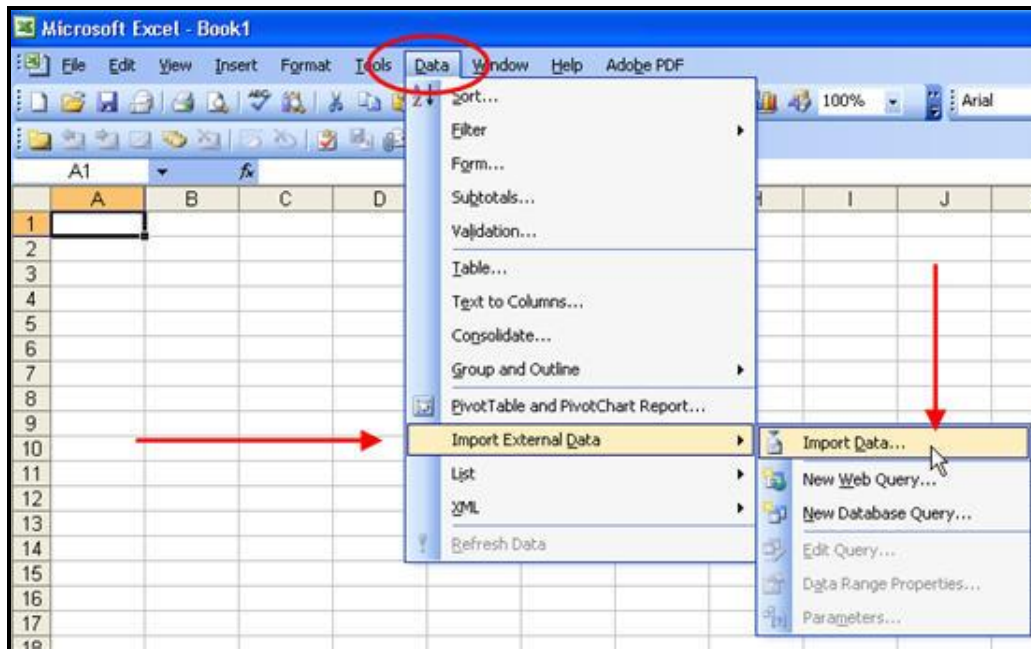
Once you've retrieved the CSV file, immediately save it to disk as a CSV file before making any changes. This will avoid the need to download the original file again should you run into problems afterwards.

The file that is downloaded is just an unformatted CSV file. In order for the file to be properly read and formatted, it must be imported into a spreadsheet or database file.

2.1.1 Importing the CSV File to a Spreadsheet

To import the CSV file into a spreadsheet:

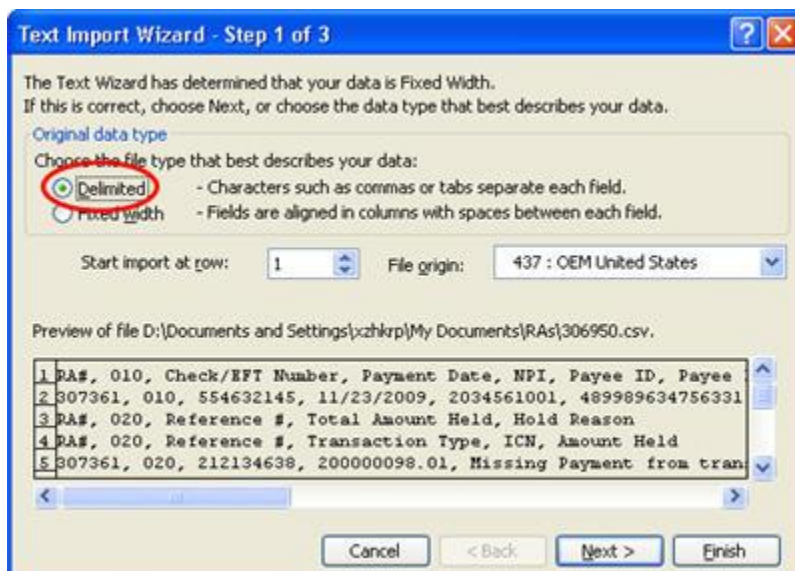
1. Open a blank Excel spreadsheet.



Blank Excel Spreadsheet

2. From the main menu at the top of the page, click **Data**.
3. From the drop-down menu that opens, select **Import External Data>Import Data**.

The Text Import wizard will be displayed.



Text Import Wizard Step 1

4. In the Original data type section, click Delimited.

5. Click **Next**.

Step 2 of the wizard will be displayed.

Delimiters

☐ Tab
 ☐ Semicolon
 ☒ **Comma**
☐ Treat consecutive delimiters as one

☐ Space
 ☐ Other:

Text qualifier:

Data preview

PA#		Check/EFT Number	Payment Date	NPI
307361	010	554632145	11/23/2009	2034561001
PA#		Reference #	Total Amount Held	Hold Reason
PA#	020	Reference #	Transaction Type	ICN
307361	020	212134638	200000098.01	Missing Payment

Buttons: Cancel, < Back, Next >, Finish

Text Import Wizard Step 2

6. Check the **Comma** box and make certain that no other boxes are checked.
7. Click **Next**.

Step 3 of the Text Import Wizard will be displayed.

Column data format

☒ General
☐ Text
☐ Date:
☐ Do not import column (skip)

Advanced...

Data preview

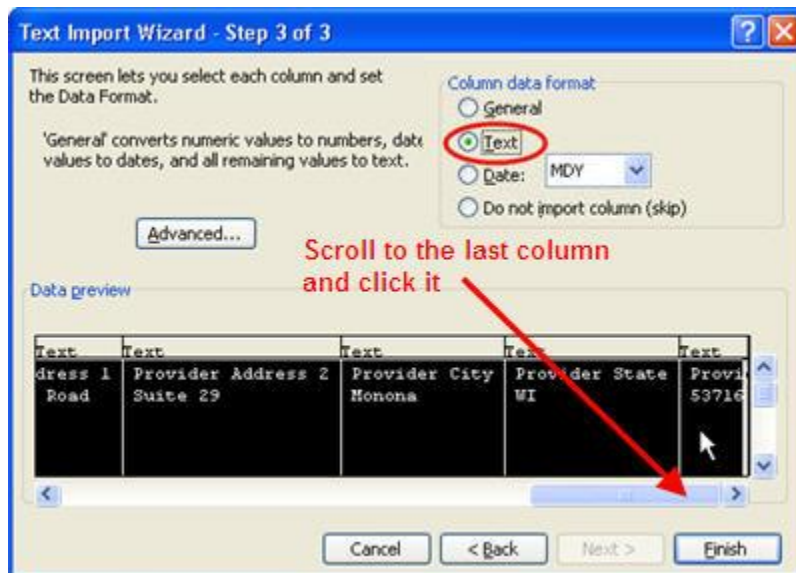
Click and hold down the mouse button and shift key

Text	General	General	General	General
PA#	010	Check/EFT Number	Payment Date	NPI
307361	010	554632145	11/23/2009	2034561001
PA#	020	Reference #	Total Amount Held	Hold Reason
PA#	020	Reference #	Transaction Type	ICN
307361	020	212134638	200000098.01	Missing Payment

Buttons: Cancel, < Back, Next >, Finish

Text Import Wizard Step 3

8. Click in the first column and hold down the left mouse button and the **shift** key.



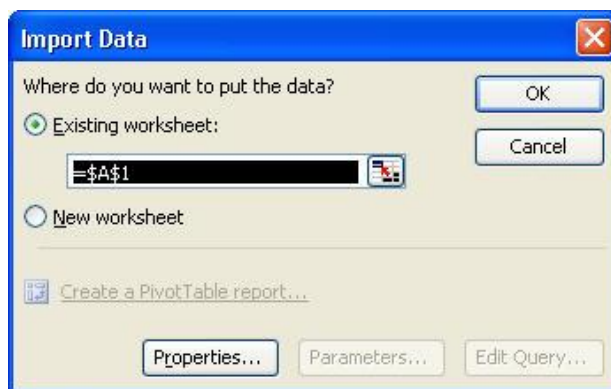
9. Use the horizontal scroll bar to scroll to the far right and click in the last column while still holding down the left mouse button.

All the columns should now be selected.

10. In the **Column data format** section at the top right of the wizard, click **Text**.

11. Click **Finish**.

The Import Data window will be displayed.



Import Data Window

12. Choose if you want to put the data into a new or existing worksheet.

13. Click **OK**.

The spreadsheet will populate with the RA information.

RA Excel Spreadsheet

Once you've converted the CSV file, immediately save it to disk before making any changes. This will avoid the need to have to convert the CSV file again should you run into problems working with the table.

2.2 Reading the Imported File

Once your CSV file is imported into Excel, the information should be more easily recognizable. The first column of the imported data shows the RA number (Column A in the example below).

The second column of the imported data contains the section number (Column B in the example below). The RA data is broken up into sections, with each section containing a specific area of the RA.

2.2.1 Section 010 –Payment Information

Section 10

Section 10 contains payment information for the EFT such as the check or Electronic Funds Transfer (EFT) number, the payment date, provider's NPI number, etc.

The top row of each section contains the field labels for the section. The field label row indicates what data is contained in each column. For example, in section 10 in the example above, the field label in Row 1 shows that column C contains the check or EFT number. In Row 2, you can see the actual number.

In some sections, there may be more than one row of field labels as in section 20 below.

2.3 Section 20 - Payment Hold Information

	A	B	C	D	E	F	G	H	I
1	RA#	010	Check/EFT Number	Payment Date	NPI	Payee ID	Payee ID Type	Provider Name	Provider Address 1
2	307361	010	554632145	11/23/2009	2034561001	489989634756331	MEM	Madison Enterprises	6406 Bridge Road
3	RA#	020	Reference #	Total Amount Held	Hold Reason				
4	RA#	020	Reference #	Transaction Type	ICN	Amount Held			
5	307361	020	212134638	20000098.01	Missing Payment from transaction 439504449				
6	307361	020	212134638	Outout Claim	2209351001003	200000098.01			
7	307361	020	232246587	25.00	Late Payment	5.00			
8	307361	020	232246587	Input Claim	2209322002001	25.00			
9	RA#	030	SVC Code	Description					
10	307361	030	12954	Doctor Visit					
11	307361	030	13648	Open Bypass Surgery					
12	RA#	040	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN
13	RA#	040	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN
14	RA#	040	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN
15	307361	040	5209146001010	A	000	Mouse	Mickey	203918262349	651648913654
16	307361	040	5209146001010	A	000	Mouse	Mickey	203918262349	651648913654

Section 20

Section 20 contains information on any payment holds for the RA. There are two rows of field labels for this section. This indicates that there are two lines of information for each hold.

Example: The example above contains two payment holds: Reference #212134638 and Reference #232246587. There are two lines of information for each hold.

- The first line of each hold (Rows 5 and 7 above) displays the Total Amount Held (Column D) and the Hold Reason (Column E).
- The second line of each hold (Rows 6 and 8 above) displays the Transaction Type (Column D), Hold Reason, (Column E), and Amount Held (Column F).

Total Amount Held represents the total amount withheld in this particular payment.

Amount Held represents the amount for a particular claim/transaction within the payment amount that is held.

Example - A total payment hold could be \$100. Within that payment hold, there could be four separate transactions/claims held, each with an amount held of \$25. All the transactions added together will add up to the total amount held.

2.4 Section 30 – Service Codes and Descriptions

A	B	C	D	E	F	G	H
1	RA#	010	Check/EFT Number	Payment Date	NPI	Payee ID	Payee ID Type
2	307361	010	554632145	11/23/2009	2034561001	489989634756331	MEM
3	RA#	020	Reference #	Total Amount Held	Hold Reason		Provider Name
4	RA#	020	Reference #	Transaction Type	ICN	Amount Held	Madison Enterprises
5	307361	020	212134638	200000098.01	Missing Payment from transaction 439504449		
6	307361	020	232246587	Inpat Claim	2209322002001	25.00	
7	307361	020	232246587	25.00	Late Payment		
8	307361	020	212134638	Output Claim	2209351001003	200000098.01	
9	RA#	030	SVC Code	Description			
10	307361	030	12954	Doctor Visit			
11	307361	030	13648	Open Bypass Surgery			
12	RA#	040	ICN	Claim Status	Detail #	Member Last Name	Member First Name
13	RA#	040	ICN	Claim Status	Detail #	Member Last Name	Member First Name
14	RA#	040	ICN	Claim Status	Detail #	Member Last Name	Member First Name
15	307361	040	5209146001010	A	000	Mouse	Mickey
16	307361	040	5209146001010	A	000	Mouse	Mickey
17	307361	040	5209146001010	A	000	Mouse	Mickey
18	307361	040	5209146001010	A	000	Mouse	Mickey
19	307361	040	5209146001010	A	000	Mouse	Mickey
20	307361	040	5209146001010	A	000	Mouse	Mickey
21	307361	040	5209146001010	A	000	Mouse	Mickey

Section 30

Section 30 contains the service code and description for the service codes covered in the RA.

2.5 Sections 40–120

Note: For the claims sections of the RA spreadsheet, it will be helpful to split and freeze your spreadsheet so that you can keep the rows of field labels in place while you scroll through your claims. If you're not familiar with how to split and freeze fields in a spreadsheet, see [Splitting and Freezing](#) Section 3 of this User Guide - [Splitting and Freezing Frames](#).

Sections 40–120 contain information on individual claims. The section numbers denote the type of claim for which information is displayed. Following is a list of section numbers and the corresponding claim types displayed in each section.

- 040 Inpatient Claims
- 050 Outpatient Claims
- 060 Professional Service Claims
- 070 Medicare Crossover - Professional Service Claims
- 080 Medicare Crossover - Institutional Claims
- 090 Compound Drug Claims
- 100 Drug Claims
- 110 Dental Claims
- 120 Long Term Care Claims

Each section will contain three rows of field labels.

- **Top Row: Non-Adjusted Claim / Adjustments** — The top row contains field labels for the standard header information on an original claim (Non-Adjusted Claim) or a claim that is the result of the adjustment. (Adjustment).

- **Middle Row: Adjusted Claim** — The middle row contains field labels for the header information on an original claim that has been adjusted (Adjusted Claim). This will refer to a claim before the adjustment was made.
- **Bottom Row: Claim Details** — The bottom row contains field labels for the claim details. There can be anywhere from 1-999 claim details listed. Details will only display for Non-Adjusted claims and Adjustments. Details will not be displayed for an Adjusted claim.

The key to determining which row(s) of field headers to use is the Claim Status:

- For claims with Claim Status **P** (Paid), **D** (Denied), **S** (In Progress), use the top row of field labels for header information and bottom row for detail information. These claims will always have an **N** (Non-Adjusted) in the Adjustment Indicator field.
- For claims with Claim Status **A** (Adjusted), you would then look at the Adjustment Indicator field.
 - Y (Adjustment)** — Use top row of field labels for header information and bottom row for detail information.
 - M (Adjusted Claim)** — Use only the middle row of field labels. There will be no claim details for adjusted claims.

2.5.1 Examples:

Note: References to row numbers and column letters refer only to these examples. The actual rows and columns will be different for each individual RA file.

Example 1:

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Claim	Detail	Member	Member First				Adjustment			Covered			Billed
10	Status	#	Last Name	Name	Member No	PCN	MRN	Indicator	From DOS	To DOS	Days	Admit Date	DRG code	Amt
	Claim	Detail	Member	Member First				Adjustment	Previous	From			Admit	DRG
11	Status	#	Last Name	Name	Member No	PCN	MRN	Indicator	ICN	DOS	To DOS	Covered Days	Date	code
	Claim	Detail	Member	Member First				Adjustment		From			PA	Billed
12	Status	#	Last Name	Name	Member No	PCN	MRN	Indicator	Rev Code	DOS	To DOS	Allowed Units	Number	Amt
34	P	0	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	10/31/2009	11/04/2009	4	10/31/2009	766	6816.93
35	P	1	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	120	10/31/20	11/04/2009	4		2920
36	P	2	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	250	10/31/20	11/04/2009	41		496.43
37	P	3	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	258	10/31/20	11/04/2009	4		157
38	P	4	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	270	10/31/20	11/04/2009	1		248
39	P	5	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	272	10/31/20	11/04/2009	3		237
40	P	6	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	300	10/31/20	11/04/2009	3		135
41	P	7	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	302	10/31/20	11/04/2009	3		102
42	P	8	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	305	10/31/20	11/04/2009	1		26
43	P	9	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	307	10/31/20	11/04/2009	2		34
44	P	10	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	360	10/31/20	11/04/2009	1		1500
45	P	11	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	370	10/31/20	11/04/2009	72		730.5
46	P	12	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	402	10/31/20	11/04/2009	1		85
47	P	13	MANUALCE	JANTESTK	9010000883	Patier	M000609H	N	710	10/31/20	11/04/2009	1		146

Example 1 shows a paid claim (**Claim Status P**). **Detail #0** is the **header** information for the claim, so in reading across, you would use the **top row** of field labels (Row 10) when reading the header information for the claim.

Detail# 1-13 are the details for this claim. You would use the **third row** of field labels (Row 12) for reading the detail information in these rows.

(The middle row of field labels is not used for a non-adjusted claim.)

For example, the **Billed Amount** (Column G) for the entire claim is \$6816.93. The **Billed Amount** for **Detail 1** is \$2920.00, the billed amount for **Detail 2** is \$496.43, ETC.

Example 2:

	C	D	E	F	G	H	I	J	K	L	M	N
69	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN	MRN	Adjustment Indicator	From DOS	To DOS	Admit Date
70	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN	MRN	Adjustment Indicator	Previous ICN	From DOS	To DOS
71	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN	MRN	Adjustment Indicator	Rev Code	Proc Code	Modifier
72	5910050000000	A	0	KARDASHIA	KIM	7000078774	Patien	M000551	Y	01/21/2010	01/23/20	01/21/2010
73	5910050000000	A	0	KARDASHIA	KIM	7000078774	Patien	M000551	M	5210040000000	01/21/20	01/23/2010
74	5910050000000	A	1	KARDASHIA	KIM	7000078774	Patien	M000551	Y	18		

Example 2 shows a Claim Status of **A**. This means that the second line of field labels will also be used.

The **top row** of field labels (Row 69) refers to the **header** information for the adjustment. This corresponds to the row with **Detail # 0** and **Adjustment Indicator Y** (Row 72).

The **middle row** of field labels (Row 70) refers to the original claim to which the adjustment was made. This corresponds to the row with **Detail # 0** and **Adjustment Indicator M** (Row 73).

The **bottom row** of field labels is used for all rows of detail information for the adjustment, such as shown in the line with **Detail # 1** and **Adjustment Indicator Y** (Row 74). If there were any other details in this claim, they would all refer to the adjustment.

No detail information is shown for the original claim.

In reading the above claim, Column L shows the **From Date of Service** for the adjusted claim, the **Previous ICN** of the original claim and **Revenue Code** for Detail 1 of the adjusted claim.

Column M shows the **To Date of Service** for the adjusted claim, the **From Date of Service** for the original claim and **Procedure Code** for Detail 1 of the adjusted claim.

2.5.2 Field Labels

The field labels will vary depending on the Claim Type, whether it's header or detail information, and whether it's paid, denied, or adjusted. The sections that follow contain the field labels you will see for each claim type in the RA. These tables display all the fields that **could** be populated for each claim type. Not every field will be populated for every claim.

Section 40 – Inpatient Claims

Inpatient Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA #	RA#	RA #	RA#
040	040	040	040
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	From DOS	To DOS	From DOS
Covered Days	To DOS	Covered Days	To DOS
Admit Date	Allowed Units	Admit Date	Allowed Units
DRG code	PA Number	DRG code	PA Number
Billed Amt	Billed Amt	Billed Amt	Billed Amt
Other Ins Amt	Detail EOBS	Allowed Amt	Allowed Amt
Spenddown Amt		Other Ins Amt	Paid Amt
Outlier Amt		Spenddown Amt	Detail EOBS
Surgical		Copay Amt	
Diagnosis		Co-Ins CB	
Header EOBS		Outlier Amt	
		Inpat Ded	
		Paid Amt	
		Surgical	
		Diagnosis	
		Header EOBS	

Inpatient Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA #	RA #	RA #
040	040	040
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code

Inpatient Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
To DOS	From DOS	From DOS
Covered Days	To DOS	To DOS
Admit Date	Covered Days	Allowed Units
DRG code	Admit Date	PA Number
Billed Amt	DRG code	Billed Amt
Allowed Amt	Billed Amt	Allowed Amt
Other Ins Amt	Allowed Amt	Paid Amt
Spenddown Amt	Other Ins Amt	Detail EOBS
Copay Amt	Spenddown Amt	
Co-Ins CB	Copay Amt	
Outlier Amt	Co-Ins CB	
Inpat Ded	Outlier Amt	
Paid Amt	Inpat Ded	
Surgical	Paid Amt	
Diagnosis	Surgical	
	Diagnosis	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 50 – Outpatient Claims

Outpatient Claims					
In Process		Denied		Paid	
Header	Detail	Header	Detail	Header	Detail
RA #	RA #	RA #	RA #	RA #	RA #
050	050	050	050	050	050
ICN	ICN	ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Proc Code	From DOS	Rev Code	From DOS	Rev Code
To DOS	Modifiers	To DOS	Proc Code	To DOS	Proc Code
Billed Amt	Service Date	Billed Amt	Modifiers	Billed Amt	Modifiers
Other Ins Amt	Allowed Units	Allowed Amt	Service Date	Allowed Amt	Service Date

Outpatient Claims					
In Process		Denied		Paid	
Header	Detail	Header	Detail	Header	Detail
Header EOBS	Rendering Provider ID Type	Other Ins Amt	Allowed Units	Other Ins Amt	Allowed Units
	Rendering Provider ID	Spenddown Amt	PA Number	Spenddown Amt	PA Number
	Billed Amt	Copay Amt	Billed Amt	Copay Amt	Billed Amt
	Detail EOBS	Co-Ins CB	Detail EOBS	Co-Ins CB	Allowed Amt
		Outpat Ded		Outpat Ded	Copay Amt
		Paid Amt		Paid Amt	Paid Amt
		Header EOBS		Header EOBS	Detail EOBS

Outpatient Claims Adjustments		
Adjustment	Original Claim	Adjustment Details
RA #	RA #	RA #
050	050	050
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	From DOS	Proc Code
Billed Amt	To DOS	Modifiers
Allowed Amt	Billed Amt	Service Date
Other Ins Amt	Allowed Amt	Allowed Units
Spenddown Amt	Other Ins Amt	PA Number
Copay Amt	Spenddown Amt	Billed Amt
Co-Ins CB	Copay Amt	Allowed Amt
Outpat Ded	Co-Ins CB	Copay Amt
Paid Amt	Outpat Ded	Paid Amt
	Paid Amt	Detail EOBS
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 60 – Professional Service Claims

Professional Service Claims					
In Process		Denied		Paid	
Header	Detail	Header	Detail	Header	Detail
RA#	RA#	RA#	RA#	RA#	RA#
060	060	060	060	060	060
ICN	ICN	ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Proc Code	From DOS	Proc Code	From DOS	Proc Code
To DOS	Modifiers	To DOS	Modifiers	To DOS	Modifiers
Billed Amt	From DOS	Billed Amt	From DOS	Billed Amt	From DOS
Other Ins Amt	To DOS	Other Ins Amt	To DOS	Allowed Amt	To DOS
Header EOBS	Allowed Units	Spenddown Amt	Allowed Units	Other Ins Amt	Allowed Units
	Rendering Provider ID Type	Header EOBS	Rendering Provider ID Type	Spenddown Amt	Rendering Provider ID Type
	Rendering Provider ID		Rendering Provider ID	Copay Amt	Rendering Provider ID
	Billed Amt		PA Number	Co-Ins CB	PA Number
	Detail EOBS		Billed Amt	Outpat Ded	Billed Amt
			Detail EOBS	Paid Amt	Copay Amt
				Header EOBS	Allowed Amt
					Paid Amt
					Detail EOBS

Professional Service Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
060	060	060
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name

Professional Service Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Proc Code
To DOS	From DOS	Modifiers
Billed Amt	To DOS	From DOS
Allowed Amt	Billed Amt	To DOS
Other Ins Amt	Allowed Amt	Allowed Units
Spenddown Amt	Other Ins Amt	Rendering Provider ID Type
Copay Amt	Spenddown Amt	Rendering Provider ID
Co-Ins CB	Copay Amt	PA Number
Outpat Ded	Co-Ins CB	Billed Amt
Paid Amt	Outpat Ded	Copay Amt
	Paid Amt	Allowed Amt
	Additional Payment	Paid Amt
	Overpayment To Be Withheld	Detail EOBS
	Refund Amount Applied	
	Adjustment EOB	

Section 070 – Medicare Crossover - Professional Service Claims

Medicare Crossover – Professional Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA#	RA#	RA#	RA#
070	070	070	070
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	Proc Code	To DOS	Proc Code
Billed Amt	Modifiers	Billed Amt	Modifiers
Other Ins Amt	From DOS	Other Ins Amt	From DOS
Spenddown	To DOS	Spenddown	To DOS
Copay Amt	Allowed Units	Copay Amt	Allowed Units

Medicare Crossover – Professional Claims			
Denied		Paid	
Header	Detail	Header	Detail
Medicare Copay	Rendering Provider ID Type	Co-Ins CB	Rendering Provider ID Type
Medicare Co-Ins	Rendering Provider ID	Outpat Ded	Rendering Provider ID
Medicare Deduct	PA Number	Paid Amt	PA Number
Medicare Allowed	Billed Amt	Medicare Copay	Billed Amt
Medicare Psych Co-Ins	Spenddown	Medicare Co-Ins	Spenddown
Medicare Paid Amt	Detail EOBS	Medicare Deduct	Allowed Amt
Header EOBS		Medicare Allowed	Copay Amt
		Medicare Psych Co-Ins	Paid Amt
		Medicare Paid Amt	Detail EOBS
		Header EOBS	

Medicare Crossover – Professional Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
070	070	070
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	From DOS	Proc Code
Billed Amt	To DOS	Modifiers
Other Ins Amt	Billed Amt	From DOS
Spenddown	Other Ins Amt	To DOS
Copay Amt	Spenddown	Allowed Units
Co-Ins CB	Copay Amt	Rendering Provider ID Type
Outpat Ded	Co-Ins CB	Rendering Provider ID
Paid Amt	Outpat Ded	PA Number
Medicare Copay	Paid Amt	Billed Amt
Medicare Co-Ins	Medicare Copay	Spenddown
Medicare Deduct	Medicare Co-Ins	Allowed Amt
Medicare Allowed	Medicare Deduct	Copay Amt
Medicare Psych Co-Ins	Medicare Allowed	Paid Amt
Medicare Paid Amt	Medicare Psych Co-Ins	Detail EOBS
	Medicare Paid Amt	
	Additional Payment	

Medicare Crossover – Professional Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 080 – Medicare Crossover - Institutional Claims

Medicare Crossover – Institutional Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA#	RA#	RA#	RA#
080	080	080	080
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	Proc Code	To DOS	Proc Code
Admit Date	Modifiers	Admit Date	Modifiers
Days	From DOS	Days	From DOS
Billed Amt	To DOS	Billed Amt	To DOS
Other Ins Amt	Allowed Units	Other Ins Amt	Allowed Units
Spenddown	Rendering Provider ID Type	Spenddown	Rendering Provider ID Type
Copay Amt	Rendering Provider ID	Copay Amt	Rendering Provider ID
Patient Liab	PA Number	Co-Ins CB	PA Number
Medicare Copay	Billed Amt	Patient Liab	Billed Amt
Medicare Co-Ins	Spenddown	Inpat/Outpat Deduct	Allowed Amt
Medicare Deduct	Detail EOBS	Paid Amt	Spenddown
Medicare Blood Deduct		Medicare Copay	Copay Amt
Medicare Paid Amt		Medicare Co-Ins	Paid Amt
Header EOBS		Medicare Deduct	Detail EOBS
		Medicare Blood Deduct	
		Medicare Paid Amt	
		Header EOBS	

Medicare Crossover – Institutional Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
080	080	080
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	From DOS	Proc Code
Admit Date	To DOS	Modifiers
Days	Admit Date	From DOS
Billed Amt	Days	To DOS
Other Ins Amt	Billed Amt	Allowed Units
Spenddown	Other Ins Amt	Rendering Provider ID Type
Copay Amt	Spenddown	Rendering Provider ID
Co-Ins CB	Copay Amt	PA Number
Patient Liab	Co-Ins CB	Billed Amt
Inpat/Outpat Deduct	Patient Liab	Allowed Amt
Paid Amt	Inpat/Outpat Deduct	Spenddown
Medicare Copay	Paid Amt	Copay Amt
Medicare Co-Ins	Medicare Copay	Paid Amt
Medicare Deduct	Medicare Co-Ins	Detail EOBS
Medicare Blood Deduct	Medicare Deduct	
Medicare Paid Amt	Medicare Blood Deduct	
	Medicare Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 090 – Compound Drug Claims

Compound Drug Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA#	RA#	RA#	RA#
090	090	090	090
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name

Compound Drug Claims			
Denied		Paid	
Header	Detail	Header	Detail
Member No	Member No	Member No	Member No
Rx Number	Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	National Drug Code (NDC)	Prescribing Provider ID Type	National Drug Code (NDC)
Prescribing Provider ID	NDC Description	Prescribing Provider ID	NDC Description
Unit Dose (UD)	Metric Qty	Unit Dose (UD)	Metric Qty
Dispense As Written (DAW)	PA Number	Dispense As Written (DAW)	PA Number
Submission Clarification Code (SUB)	Billed Amt	Submission Clarification Code (SUB)	Billed Amt
Level of Effort (LVL Eff)	Detail EOBS	Level of Effort (LVL Eff)	Allowed Amt
Service Date		Service Date	Paid Amt
Quantity		Quantity	Detail EOBS
Billed Amt		Billed Amt	
Other Ins Amt		Other Ins Amt	
Spenddown		Spenddown	
Header EOBS		Copay Amt	
		Ingredient Allow Amt	
		Dispensing Fee (Disp Allowed)	
		Deductible Amt	
		Paid Amt	
		Header EOBS	

Compound Drug Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
090	090	090
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	Previous ICN	National Drug Code (NDC)
Prescribing Provider ID	Prescribing Provider ID Type	NDC Description
Unit Dose (UD)	Prescribing Provider ID	Metric Qty
Dispense As Written (DAW)	Unit Dose (UD)	PA Number

Compound Drug Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
Submission Clarification Code (SUB)	Dispense As Written (DAW)	Billed Amt
Level of Effort (LVL Eff)	Submission Clarification Code (SUB)	Allowed Amt
Service Date	Level of Effort (LVL Eff)	Paid Amt
Quantity	Service Date	Detail EOBS
Billed Amt	Quantity	
Other Ins Amt	Billed Amt	
Spenddown	Other Ins Amt	
Copay Amt	Spenddown	
Ingredient Allow Amt	Copay Amt	
Dispensing Fee (Disp Allowed)	Ingredient Allow Amt	
Deductible Amt	Dispensing Fee (Disp Allowed)	
Paid Amt	Deductible Amt	
	Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 100 – Drug Claims

Drug Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA#	RA#	RA#	RA#
100	100	100	100
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
Rx Number	Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	Detail EOBS	Prescribing Provider ID Type	Detail EOBS
Prescribing Provider ID		Prescribing Provider ID	
National Drug Code (NDC)		National Drug Code (NDC)	
NDC Description		NDC Description	
Service Date		Service Date	

Drug Claims			
Denied		Paid	
Header	Detail	Header	Detail
Unit Dose (UD)		Unit Dose (UD)	
Dispense As Written (DAW)		Dispense As Written (DAW)	
Submission Clarification Code (SUB)		Submission Clarification Code (SUB)	
Quantity		Quantity	
PA Number		PA Number	
Billed Amt		Billed Amt	
Other Ins Amt		Other Ins Amt	
Spenddown		Spenddown	
Dur Reject		Copay Amt	
Header EOBS		Co-Ins CB	
		Ingredient Allow Amt	
		Dispensing Fee (Disp Allow)	
		Deductible	
		Paid Amt	
		Dur Reject	
		Header EOBS	

Drug Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
100	100	100
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	Previous ICN	Detail EOBS
Prescribing Provider ID	Prescribing Provider ID Type	
National Drug Code (NDC)	Prescribing Provider ID	
NDC Description	National Drug Code (NDC)	
Service Date	NDC Description	
Unit Dose (UD)	Service Date	
Dispense As Written (DAW)	Unit Dose (UD)	
Submission Clarification Code (SUB)	Dispense As Written (DAW)	
Quantity	Submission Clarification Code (SUB)	
PA Number	Quantity	

Drug Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
Billed Amt	PA Number	
Other Ins Amt	Billed Amt	
Spenddown	Other Ins Amt	
Copay Amt	Spenddown	
Co-Ins CB	Copay Amt	
Ingredient Allow Amt	Co-Ins CB	
Dispensing Fee (Disp Allow)	Ingredient Allow Amt	
Deductible	Dispensing Fee (Disp Allow)	
Paid Amt	Deductible	
	Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 110 – Dental Claims

Dental Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA#	RA#	RA#	RA#
110	110	110	110
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Rendering Provider ID Type	Proc Code	Rendering Provider ID Type	Proc Code
Rendering Provider ID	Tooth	Rendering Provider ID	Tooth
From DOS	Surface	From DOS	Surface
To DOS	Area of Oral Cavity	To DOS	Area of Oral Cavity
Billed Amt	Service Date	Billed Amt	Service Date
Other Ins Amt	PA Number	Allowed Amt	PA Number
Spenddown Amt	Billed Amt	Other Ins Amt	Billed Amt
Header EOBS	Detail EOBS	Spenddown Amt	Allowed Amt
		Copay Amt	Copay Amt
		Co-Ins CB	Paid Amt
		Paid Amt	Detail EOBS
		Header EOBS	

Dental Claims Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
110	110	110
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Rendering Provider ID Type	Previous ICN	Proc Code
Rendering Provider ID	Rendering Provider ID Type	Tooth
From DOS	Rendering Provider ID	Surface
To DOS	From DOS	Area of Oral Cavity
Billed Amt	To DOS	Service Date
Allowed Amt	Billed Amt	PA Number
Other Ins Amt	Allowed Amt	Billed Amt
Spenddown Amt	Other Ins Amt	Allowed Amt
Copay Amt	Spenddown Amt	Copay Amt
Co-Ins CB	Copay Amt	Paid Amt
Paid Amt	Co-Ins CB	Detail EOBS
	Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	
	Header EOBS	

Section 120 – Long Term Care Claims

Long Term Care Claims			
Denied		Paid	
Header	Detail	Header	Detail
RA#	RA#	RA#	RA#
120	120	120	120
ICN	ICN	ICN	ICN
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	Proc Code	To DOS	Proc Code

Long Term Care Claims			
Denied		Paid	
Header	Detail	Header	Detail
Days	From DOS	Days	From DOS
Condition Code	To DOS	Condition Code	To DOS
Billed Amt	Allowed Units	Billed Amt	Allowed Units
Other Ins Amt	PA Number	Allowed Amt	PA Number
Header EOBS	Billed Amt	Other Ins Amt	Billed Amt
	Detail EOBS	Patient Liab	Allowed Amt
		Paid Amt	Paid Amt
		Header EOBS	Detail EOBS

Long Term Care Claims		
Adjustments		
Adjustment	Original Claim	Adjustment Details
RA#	RA#	RA#
120	120	120
ICN	ICN	ICN
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	From DOS	Proc Code
Days	To DOS	From DOS
Condition Code	Days	To DOS
Billed Amt	Condition Code	Allowed Units
Allowed Amt	Billed Amt	PA Number
Other Ins Amt	Allowed Amt	Billed Amt
Patient Liab	Other Ins Amt	Allowed Amt
Paid Amt	Patient Liab	Paid Amt
	Paid Amt	Detail EOBS
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	
	Header EOBS	

2.6 Sections 130 – 220

	A	B	C	D	E	F	G	H
82	RA #	160	Net Payment (Current Amt)	Net Payment (MTD)	Net Payment (YTD)	Net Earnings (Current Amt)	Net Earnings (MTD)	Net Earnings (YTD)
83	310867	160	7871.22	16913.98	16913.98	7871.22	16913.98	16913.98
84	RA #	170	Claims Paid (Current No)	Claims Paid (Current Amt)	Claims Paid (MTD No)	Claims Paid (MTD Amt)	Claims Paid (YTD No)	Claims Paid (YTD Amt)
85	310867	170	7	7670.22	18	15333.98	18	15333.98
86	RA #	180	Claims Payments (Current Amt)	Claims Payments (MTD Amt)	Claims Payments (YTD Amt)	Capitation Payment (Current Amt)	Capitation Payment (MTD Amt)	Capitation Payment (YTD)
87	310867	180	7871.22	15534.98	15534.98	0	0	0
88	RA #	190	Claim Specific Adjustment Refunds (Current Amt)	Claim Specific Adjustment Refunds	Claim Specific Adjustment	Non-Claim Specific Refunds (Current Amt)	Non-Claim Specific Refunds (MTD Amt)	Non-Claim Specific
89	310867	190	0	0	0	0	0	-0.00
90	RA #	200	Voids (Current Amt)	Voids (MTD Amt)	Voids (YTD Amt)			
91	310867	200	0	0	-0.00			
92	RA #	210	Check No	Issue Date	Issue Amount			
93	310867	210	0	12/05/2007	0.00			
94	310867	210	0	12/11/2007	0.00			
95	310867	210	0	03/01/2008	0.00			
96	310867	210	0	03/06/2008	0.00			
97	310867	210	0	03/06/2008	0.00			
98	310867	210	0	03/14/2008	0.00			
99	310867	210	0	03/15/2008	0.00			

Sections 130 – 220 contain the following information:

- 130 Financial Transactions - Non-Claim Specific Payouts to Payee
- 140 Financial Transactions - Non-Claim Specific Refunds From Payee
- 150 Financial Transactions - Accounts Receivable
- 160 Summary - Net Payments
- 170 Summary - Claims Data
- 180 Summary - Earnings Data Payments
- 190 Summary - Earnings Data Refunds
- 200 Summary - Earnings Data Other Financial
- 210 Summary - Outstanding Checks
- 220 Summary - Payments to Lien Holders

3 Splitting and Freezing Frames

Figure 1 shows Section 40 of an RA spreadsheet. If you were to scroll down to view more claims, the field labels (Rows 10-12) would scroll off the top of the window. To avoid this, you can freeze the field labels in place so that you can keep them at the top when viewing the claims in that section. This section shows how to freeze spreadsheet frames using Microsoft® Excel.

Microsoft Excel - 310867.xls

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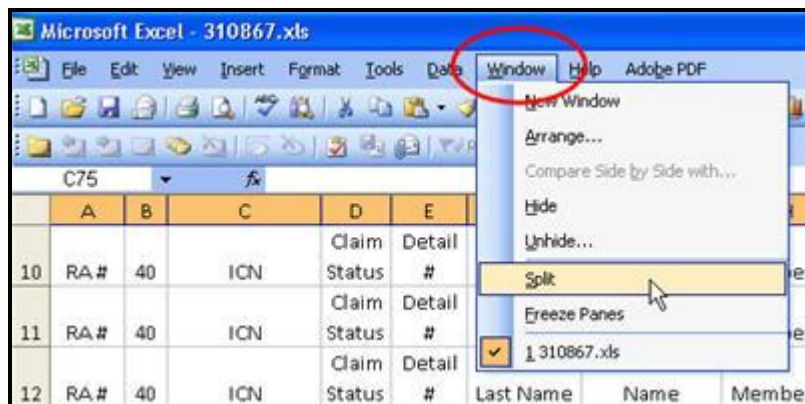
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Figure 1

To freeze the field labels in place:

1. In Excel main menu, click **Window** and chose **Split** from the drop-down menu.



Two gray lines will appear on your spreadsheet, a horizontal line and a vertical line.

The screenshot shows a Microsoft Excel spreadsheet titled '310867.xls'. The spreadsheet has columns labeled A through Q and rows numbered 10 through 33. A horizontal gray line is positioned between row 10 and row 11, and a vertical gray line is positioned between column J and column K. The data in the spreadsheet includes member information, claim details, and financial data.

RA #	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN	MRY	Adjustment Indicator	From DOS	To DOS	Covered Days	Admit Date	DRG code	Admit Date	DRG code	PA Number	Billed Amt	All
310867	40	D	0	ANDERSON	EDDIE	3942512089	Patier M000593	N	01/27/2010	01/29/2010	01/27/2010	774	1353.8	0					
310867	40	D	1	ANDERSON	EDDIE	3942512089	Patier M000593	N	170	08/27/2008	08/29/2004	0	1000	0					
310867	40	D	2	ANDERSON	EDDIE	3942512089	Patier M000593	N	250	08/27/2008	08/29/2004	0	20.8	0					
310867	40	D	3	ANDERSON	EDDIE	3942512089	Patier M000593	N	300	08/27/2008	08/29/2004	0	256	0					
310867	40	D	4	ANDERSON	EDDIE	3942512089	Patier M000593	N	306	08/27/2008	08/29/2004	0	77	0					
310867	40	D	0	JOKELE	MARY	9010000650	Patier M000609	N	09/30/2009	10/04/2009	09/30/2009	774	2920	0					
310867	40	D	1	JOKELE	MARY	9010000650	Patier M000609	N	0	09/30/2009	10/04/2009	0	2920	0					
310867	40	D	0	SMITH	SAM	3937642719	Patier M000609	N	10/14/2009	11/18/2009	10/31/2009	774	6816.93	0					
310867	40	D	1	SMITH	SAM	3937642719	Patier M000609	N	120	10/31/2009	11/04/2009	0	2920	0					
310867	40	D	2	SMITH	SAM	3937642719	Patier M000609	N	250	10/31/2009	11/04/2009	0	496.43	0					
310867	40	D	3	SMITH	SAM	3937642719	Patier M000609	N	258	10/31/2009	11/04/2009	0	157	0					
310867	40	D	4	SMITH	SAM	3937642719	Patier M000609	N	270	10/31/2009	11/04/2009	0	248	0					
310867	40	D	5	SMITH	SAM	3937642719	Patier M000609	N	272	10/31/2009	11/04/2009	0	237	0					
310867	40	D	6	SMITH	SAM	3937642719	Patier M000609	N	300	10/31/2009	11/04/2009	0	135	0					
310867	40	D	7	SMITH	SAM	3937642719	Patier M000609	N	302	10/31/2009	11/04/2009	0	102	0					
310867	40	D	8	SMITH	SAM	3937642719	Patier M000609	N	305	10/31/2009	11/04/2009	0	26	0					
310867	40	D	9	SMITH	SAM	3937642719	Patier M000609	N	307	10/31/2009	11/04/2009	0	34	0					
310867	40	D	10	SMITH	SAM	3937642719	Patier M000609	N	360	10/31/2009	11/04/2009	0	1500	0					
310867	40	D	11	SMITH	SAM	3937642719	Patier M000609	N	370	10/31/2009	11/04/2009	0	730.5	0					
310867	40	D	12	SMITH	SAM	3937642719	Patier M000609	N	402	10/31/2009	11/04/2009	0	85	0					
310867	40	D	13	SMITH	SAM	3937642719	Patier M000609	N	710	10/31/2009	11/04/2009	0	146	0					

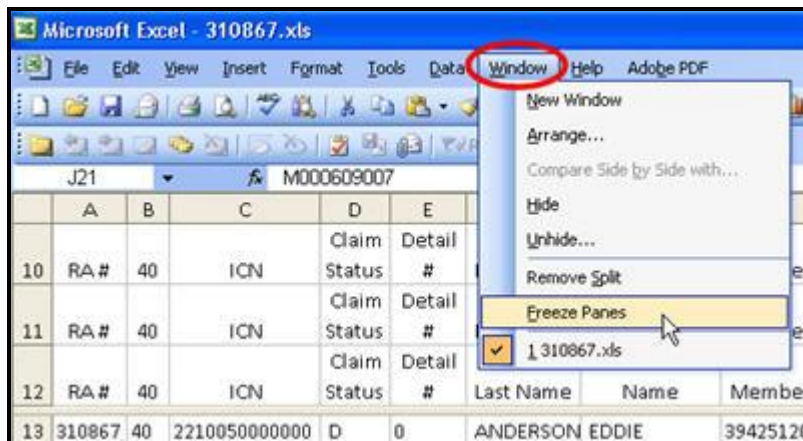
- Click and drag the lines to where you want to freeze the spreadsheet. In the example below, the horizontal line is dragged to the bottom row of field labels.

The screenshot shows the same Microsoft Excel spreadsheet as before, but the horizontal gray line has been moved to row 12, which is the last row of the field labels. A red arrow points to the line, and a red box contains the text 'Click and hold down mouse button to drag'.

RA #	ICN	Claim Status	Detail #	Member Last Name	Member First Name	Member No	PCN
310867	40	D	0	ANDERSON	EDDIE	3942512089	Patier M000593
310867	40	D	1	ANDERSON	EDDIE	3942512089	Patier M000593
310867	40	D	2	ANDERSON	EDDIE	3942512089	Patier M000593
310867	40	D	3	ANDERSON	EDDIE	3942512089	Patier M000593
310867	40	D	4	ANDERSON	EDDIE	3942512089	Patier M000593
310867	40	D	0	JOKELE	MARY	9010000650	Patier M000609
310867	40	D	1	JOKELE	MARY	9010000650	Patier M000609
310867	40	D	0	SMITH	SAM	3937642719	Patier M000609
310867	40	D	1	SMITH	SAM	3937642719	Patier M000609
310867	40	D	2	SMITH	SAM	3937642719	Patier M000609
310867	40	D	3	SMITH	SAM	3937642719	Patier M000609
310867	40	D	4	SMITH	SAM	3937642719	Patier M000609

You can do the same with the vertical line if you want to freeze any columns in place. If you only want to use one of the lines, you can drag the other line off to the top or right of the screen. In this example, we will just use the horizontal line.

- From the Excel main menu, click **Window** and then select **Freeze Panes** from the drop-down menu.



The horizontal line will change to a small black line and the rows above the line will freeze in place while you scroll through the rows below.

